

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Vendor Name]

[Vendor Contact Person Name]

[Vendor Address]

[City, State, Zip Code]

RE: NOTICE OF CONTRACT BREACH AND FORMAL DISPUTE

Dear [Vendor Contact Person Name],

This letter serves as formal notice regarding a breach of the agreement entered into on [Date Agreement Was Signed] between [Your Company Name] and [Vendor Name] (the "Contract").

Under the terms of the Contract, [Vendor Name] was required to: [Describe specific obligation, e.g., deliver goods by a certain date, provide specific services, or maintain a certain quality standard].

As of [Date of Breach], [Vendor Name] has failed to perform these obligations in the following manner: [Provide a detailed description of the breach]. This failure constitutes a material breach of our agreement.

To resolve this dispute, we demand that you take the following corrective actions by [Deadline Date]:

- [Requirement 1, e.g., Complete the delivery of missing items]
- [Requirement 2, e.g., Refund the payment for unperformed services]
- [Requirement 3, e.g., Correct the defects at no additional cost]

If the aforementioned breach is not cured by [Deadline Date], [Your Company Name] reserves all legal rights and remedies available under the Contract and applicable law, including but not limited to, the termination of the Contract, seeking damages, and pursuing legal action.

We hope to resolve this matter amicably and look forward to your immediate response confirming that the breach will be rectified.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]